

MR. BANNERMAN



B 1970

*Jul 2/5-*



STAT

STAT

REGISTRY

DD/S 70-0371

*WILLIAM H. FOWELL*  
4 FEB 1970

MEMORANDUM FOR: Chairman, CIA Travel Policy Committee

SUBJECT : The CIA Travel Policy Committee

REFERENCE :  dtd 27 Aug 69, same subj

Now that the Travel Policy Committee has had several months of operation, I would like a report of its accomplishments and current problems to be resolved. This need not be a long comprehensive report but in sufficient detail that I can have an understanding of the travel matters considered and how resolved. In January of each year I would like a similar annual report of the Committee's activities.

(signed) John W. Coffey

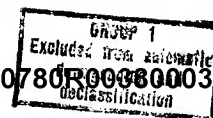
*R. L. Bannerman*  
Deputy Director  
for Support

EO-DD/S:WEB/es (29 Jan 70)

Rewritten:ADD/S:JWC/ms (4 Feb 70)

Distribution:

- Orig & 1 - Adse   
1 - DD/S Chrono  
1 - DD/S Subject, w/Background (DD/S 69-4819, etc.)



77170

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Re the attached, I think it should be sent to [ ] for action.

Tom called me today to complain that some of the things they have finished, then get stuck in [ ] box and don't get out. He noted one item which was signed off on by the Committee in Oct '69, was printed and then went to file on 20 Nov. It is still in Joe's Box.

Tom wanted to send me a list of the items but I told him to hold up and wait for response to attached memo. [ ]

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STAT

TO:		DATE 29 January 1970
Mr. Bannerman via Mr. Coffey		
ROOM NO.	BUILDING	
REMARKS:		
Recommend your signature.		
 WEB		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

MEMORANDUM FOR: Director of Finance

STAT

ATTENTION :

SUBJECT : The CIA Travel Policy Committee

STAT

REFERENCE :  dtd 27 Aug 69, same subject

Now that the Travel Policy Committee has had several months of operation I would like a report of its accomplishments and current problems to be resolved. This need not be a long comprehensive report but in sufficient detail that I can have an understanding of the travel matters considered and how resolved. In January of each year I would like a similar annual report of the Committee's activities.

R. L. Bannerman  
Deputy Director  
for Support

P-  
let's send only  
the paper, the  
Committee paper, & the  
ref ~~and the time delay~~  
to Mr B  
not whole file

#2- done

**SECRET**

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Travel Policy Committee

[Redacted Box]

Time Lapse Between Committee Concurrence and DDP Authentication

25X1

25X1

<u>Description of Revision</u>	<u>TPC Concurrence</u>	<u>To DDP For Authentication</u>	<u>DDP Authenticated</u>	<u>Concurrence To Authentication</u>
[Redacted Box]	8/13/69	8/20/69	8/26/69	13 days
	8/15/69	9/8/69	10/23/69	68 days
	8/15/69	9/9/69	12/9/69	115 days
	10/20/69	11/19/69	2/9/70	112 days
	2/10/70	2/18/70	3/3/70	21 days
	2/11/70	3/4/70	3/17/70	34 days

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Note: When filed, pls  
attach this material to  
back of 70-0965.

p.



31 March 1970

NOTE FOR: Mr. Coffey

I have attached a schedule of those Regs the TPC thinks were excessively delayed in publishing after all agreed to them.

I have also attached an explanation from RCB of time spent by them in handling. I see no weakness or delinquency in RCB considering courier time and "change of Command" when most lengthy processing time occurred.

[Redacted]

WEB

STAT

*WEB -  
Should we say anything to  
RIB?*

[Redacted]

[Redacted]

31 MAR 1970

*SWC - I think this should only be "inquiry".  
RCB has excellent relations with [Redacted] & Fin and  
I don't think we should get to haggling who  
[Redacted] not him to us. [Redacted] just said to [Redacted]*

STAT

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31 March 1970

25X1 Mr. Coffey via [redacted] 

25X1 Attached is [redacted] response to the Travel Policy Committee's complaint about the lengthy "processing" time in getting Regs through SSS/RCB.

25X1 Jack has converted processing days to "work-days" (rather than calendar days), a more accurate measure of time spent in RCB. The two jobs [redacted] which were in RCB for 23 work-days reflects a backlog of jobs during that period as well as the fact that this was during the period of personnel turnover in RCB (i.e. [redacted] departure and [redacted] assignment).

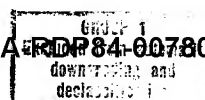
25X1 FYI only, the attached [redacted] revision shows one reason why it takes time to process jobs through RCB. The illegible page is exactly as received and required several discussions to obtain clarification.

The last two cited are more representative of what we expect to do in the future and we plan to move future changes out within 5 work-days.



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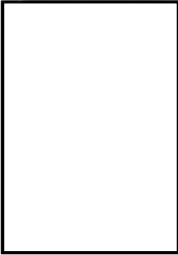


TRANSMITTAL SLIP		
TO: Mr. Coffey		
ROOM NO.	BUILDING	
REMARKS:		
<p>Attached are explanations on proposals initiated by the Travel Policy Committee.</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55


REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

PROPOSALS SUBMITTED BY THE TRAVEL POLICY COMMITTEE

	<u>Issuance</u>	<u>Title</u>	<u>Remarks</u>	
STAT		Local Transportation	This proposal was received in RCB 14 August 1969 and sent to C/OPSER on 20 August, four workdays later. No problem involved.	
		Rest Stops	Received in RCB on 18 August 1969. Information copies were sent to the Executive Director-Comptroller and the Inspector General on 4 September 1969, and a copy sent to C/OPSER on 8 September for authentication. It was returned from DDP on 24 October 1969. This job remained in RCB 13 workdays during which time it was rewritten and a memorandum sent to Executive Director-Comptroller and Inspector General. Believe this to be normal processing time considering that this job took its place among the 26 other jobs that were processed by RCB during this period.	
STAT		R&R Travel	Received in RCB on 18 August 1969 and submitted to C/OPSER on 9 September 1969. It was returned signed on 9 December 1969. Information copies of this proposal were also sent to the Executive Director-Comptroller and the Inspector General on 9 September 1969. This job remained in RCB 23 workdays. Can find no reason for this time period except that  processed as a normal job without any priority.	STAT
		Unused Baggage	Received in RCB 20 October 1969. Completely redrafted in RCB and used as a training paper for indoctrination of new Chief, RCB. Information memorandums submitted to Executive Director-Comptroller and Inspector General on 6 November and copy sent to C/OPSER by RCB on 18 November. This job remained in RCB 14 workdays before being sent for information and 23 workdays before being submitted	

PROPOSALS SUBMITTED BY THE TRAVEL POLICY COMMITTEE - Con.

<u>Issuance</u>	<u>Title</u>	<u>Remarks</u>
		for authentication. No unusual delay in this job. It was returned signed by C/OPSER on 2 February 1970.
STAT 	Return Travel	Received in RCB 12 February 1970. Rewritten and copy sent to C/OPSER on 17 February for approval, three workdays later. No delay.
	Use of POV	Received in RCB 18 February 1970. Several questions arose on this job as to clarity, and certain sections had to be written after consultation with O/F and DDP. It was submitted to C/OPSER for approval on 1 March 1970. The job remained in RCB eight workdays, normal processing time even with the rewrite problems. The HR counterpart was sent to the A/DDS twice for signature due to changes. Attached is a copy of this proposal as received from the Travel Policy Committee. It is not exactly clear, especially page 3.

I do not believe we can compare the time that it takes to process a job in RCB and the time it takes the DDP to authenticate this job. Once a proposal is received in RCB, a job is established, a card prepared for the Kardex, a folder set up, and then it is given to an editor for review and rewriting. Depending on his current workload, which is always backlogged, and the priorities of the new job, he proceeds with the processing of this job. The complexity and size of the proposal and staff work done by the Travel Policy Committee helps to determine how extensive RCB's labors will be. C/OPSER's role is simply to authenticate a proposal when it is sent to him by RCB; the same as it is for the A/DDS.



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Next 3 Page(s) In Document Exempt

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
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<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	EO-DDS [ ] Headquarters		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b>  Pursuant to your request, attached is a statistical report which indicates the time lapse between final Travel Policy Committee concurrence and DDP authentication of revisions to [ ] [ ] This report is an addendum to the last part of paragraph 5 of the memorandum for DDS, dated 9 March 1970, Subject: Annual Report - The CIA Travel Policy Committee.  <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div> Chairman, TPC			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			3/25/70
UNCLASSIFIED		CONFIDENTIAL	SECRET

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25X1

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Travel Policy Committee

25X1

Time Lapse Between Committee Concurrence and DDP Authentication

25X1

<u>Description of Revision</u>	<u>TPC Concurrence</u>	<u>To DDP For Authentication</u>	<u>DDP Authenticated</u>	<u>Concurrence To Authentication</u>
<div></div>	8/13/69 - 7 -	8/20/69 - 6 -	8/26/69	13 days
	8/15/69 - 23 -	9/8/69 - 45 -	10/23/69	68 days
	8/15/69 - 25 -	9/9/69 - 96 -	12/9/69	115 days
	10/20/69 - 30 -	11/19/69 - 42 -	2/9/70	112 days
	2/10/70 - 8 -	2/18/70 - 13 -	3/3/70	21 days
	2/11/70 - 21 -	3/4/70 - 13 -	3/17/70	34 days

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